

Customer Portal - How to Enter Time

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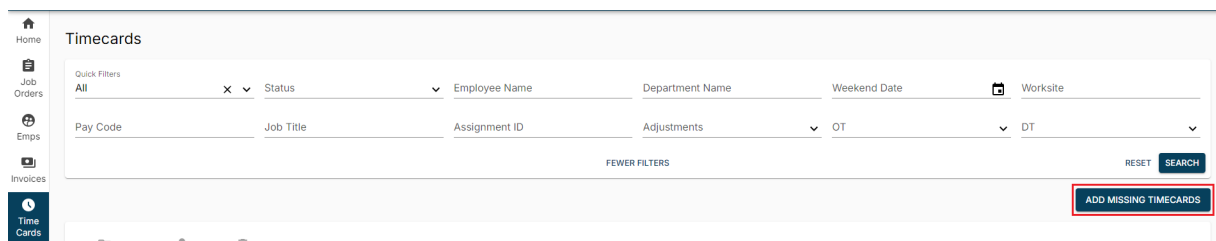
Overview

In order for you to enter in the hours your employees have worked, you'll need to create timecards in WebCenter.

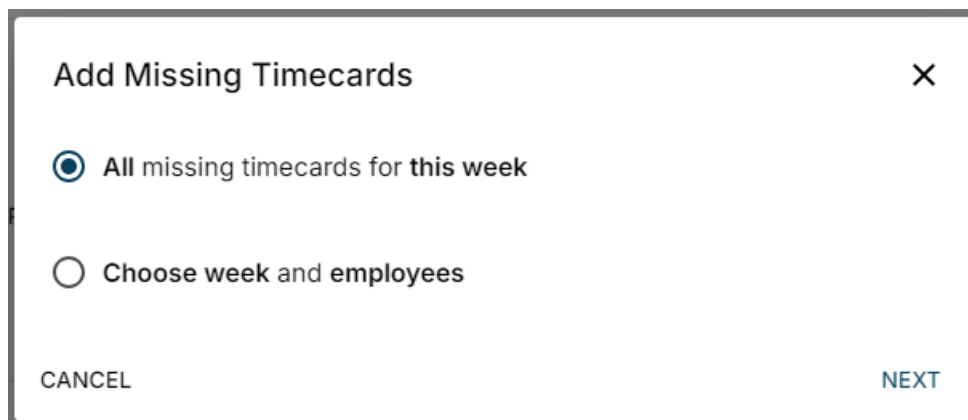
Note Please contact your Staffing Provider in the event you require access to the Timecards tab.

Creating the Timecard

1. Navigate to the Timecards tab in WebCenter
2. Select the "Add Missing Timecards" button at the top right:

A screenshot of the 'Timecards' tab in a web application. On the left is a sidebar with icons for Home, Job Orders, Emps, Invoices, and Time Cards (which is highlighted). The main area has a title 'Timecards' and a filter bar with fields: Quick Filters (All), Status, Employee Name, Department Name, Weekend Date, and Worksite. Below this are more filters: Pay Code, Job Title, Assignment ID, Adjustments, OT, and another OT field. At the bottom right of the filter bar is a red button labeled 'ADD MISSING TIMECARDS'. There are also 'RESET' and 'SEARCH' buttons.

3. Select "All missing timecards for this week" to add any missing timecards for the current week:

A screenshot of a modal dialog box titled 'Add Missing Timecards'. It has a close button (X) in the top right corner. There are two radio button options: 'All missing timecards for this week' (which is selected) and 'Choose week and employees'. At the bottom left is a 'CANCEL' button and at the bottom right is a 'NEXT' button.

4. Alternatively, select "Choose week and employees" to pick and choose the employees you want to add time for or to add a late timecard:
 - Select the appropriate Weekend Date and employees from the list and select "Next" once complete:

Add Missing Timecards

1

2

Select EmployeesConfirmation

Weekend Date

08/10/2024

Search by Name

Select all

☐

Dish18, Pete test

☐

Dish18, Pete test

☒

Bjerknes, Jonell

☐

Dish18, Pete test

☒

Kluverzinger, Laura

☐

Timecard, Profession

☐

Timecard, Everything

☐

Timecard, Unit

☐

Timecard, SemiMonthl

☐

Timecard, Salary

☐

Timecard, DefaultFed

☐

Employee, Margaux

☐

Vision, Wanda tester

☐

solspark, solspark

☐

Timecard, DefaultFed

CANCEL

NEXT >

- Within the confirmation window, select "Add Timecards":

×

Add Missing Timecards

✓

Select Employees

2

Confirmation

This action will create 2 timecard(s) for week ending on Saturday, August 10, 2024.

CANCEL

BACK

ADD TIMECARDS

Once the timecard has been created, it's time to enter in the hours the employee(s) worked.

Entering Time

Time can be entered for the employee via either the Timecards or Emps (Employees) Tab.

Timecards Tab

To entire/edit time within the timecard, simply select the appropriate field within the row (Pay Code, RT, OT, DT) and add the intended values for each timecard:

<input type="checkbox"/>	Gunderson, Eric	Past Due	Reg	40.00	0.00	0.00	40.00 Hours \$0.00 Adjustments \$14,000.00 Gross	:
<input type="checkbox"/>	Harima, Kenji	Past Due	Reg	32.00	0.00	0.00	32.00 Hours \$0.00 Adjustments \$0.00 Gross	:
<input type="checkbox"/>	Harima, Kenji	Past Due	Reg	8.00	0.00	0.00	8.00 Hours \$0.00 Adjustments \$0.00 Gross	:
<input type="checkbox"/>	Kluverzinger, Laura	Past Due	Reg	40.00	0.00	0.00	40.00 Hours \$0.00 Adjustments \$360.00 Gross	:

Note By default, the Timecards page is set to the "Weekly" view. This can be changed to "Daily" view by selecting the intended option on the right:

Home

Job Orders

Emps

Invoices

Time Cards

Reports

Docs

Time Clock

Timecards

Quick Filters

All

Status

Employee Name

Department

Weekend Date

Worksite

MORE FILTERS

RESET

SEARCH

ADD MISSING TIMECARDS

Submit Selected

Submit & Approve

Delete

Week Ending On Sunday, Nov 2, 2025

Total hours: 0.00

Week Ending On Saturday, Nov 1, 2025

Total hours: 52.50

<input type="checkbox"/>	Employee Name	Status	Pay Code	RT	OT	DT	Hours	
<input type="checkbox"/>	Alaska, Carl	Past Due	Reg	39.50	0.00	0.00	39.50 Hours \$0.00 Adjustments \$13,825.00 Gross	:
<input checked="" type="checkbox"/>	Bjerknes, Jonell	Approved	Reg	5.00	0.00	0.00	5.00 Hours \$0.00 Adjustments \$0.00 Gross	:

Example of "Daily" view:

Submit Selected

Submit & Approve

Delete


Week Ending On Sunday, Nov 2, 2025

Total hours: 0.00

Week Ending On Saturday, Nov 1, 2025

Total hours: 52.50

<input type="checkbox"/>	Employee Name	Status	Pay Code	SUN	MON	TUE	WED	THUR	FRI	SAT	Hours	
<input type="checkbox"/>	Alaska, Carl	Past Due	Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39.50 Hours \$0.00 Adjustments \$13,825.00 Gross	:
<input checked="" type="checkbox"/>	Bjerknes, Jonell	Approved	Reg	5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00 Hours \$0.00 Adjustments \$0.00 Gross	:

Alternatively, to see more details on the timecards, select the  icon to the right of the timecard and select "Details" to open the "Timecard Details" window:

Week Ending On Thursday, August 15, 2024

0.00 Total hours

<input type="checkbox"/>	Bjerknes, Jonell	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	:
<input type="checkbox"/>	Bjerknes, Jonell	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	:
<input type="checkbox"/>	Dish18, Pete test	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	:
<input type="checkbox"/>	Employee, Margaux	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	:
<input type="checkbox"/>	Employee, Margaux	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	:
<input type="checkbox"/>	Employee, Margaux	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	:

Details

Copy

Delete

Within the "Timecard Details" window, you can add/edit the hours for the days of the week, upload files, add notes, and add/edit adjustments.

Timecard Details for Employee, Margaux

×


Employee, Margaux

1programmer | Not Submitted

August 01, 2024 to August 16, 2024

Primary | PO # | Gross Pay \$0.00

0.00 Regular | 0.00 Overtime | 0.00 Double Time



SemiMonthly Hours

Thu 1

CHOOSE FILE

Pay Code

Reg

▼

RT

0.00

OT

0.00

DT

0.00

Notes

* Required

Fri 2

CHOOSE FILE

Pay Code

Reg

▼

RT

0.00

OT

0.00

DT

0.00

Notes

* Required

Sat 3

CHOOSE FILE

Pay Code

Reg

▼

RT

0.00

OT

0.00

DT

0.00

Notes

* Required

Sun 4

CHOOSE FILE

Pay Code

Reg

▼

RT

0.00

OT

0.00

DT

0.00

Notes

* Required

Mon 5

CHOOSE FILE

Pay Code

Reg

▼

RT

0.00

OT

0.00

DT

0.00

Notes

* Required

Tue 6

CHOOSE FILE

Pay Code

Reg

▼

RT

0.00

OT

0.00

DT

0.00

Notes

CANCEL

SAVE

SUBMIT

Once all changes needed have been made, select "Submit" to submit the timecard for approval.

Timecard Details for Employee, Margaux
×

Sun 11
[CHOOSE FILE](#)

Pay Code
Reg ▼
RT
0.00
OT
0.00
DT
0.00
Notes
N/A

Mon 12
[CHOOSE FILE](#)

Pay Code
Reg ▼
RT
8.00
OT
0.00
DT
0.00
Notes
Worked

Tue 13
[CHOOSE FILE](#)

Pay Code
Reg ▼
RT
8.00
OT
0.00
DT
0.00
Notes
Worked

Wed 14
[CHOOSE FILE](#)

Pay Code
Reg ▼
RT
8.00
OT
0.00
DT
0.00
Notes
Worked

Thu 15
[CHOOSE FILE](#)

Pay Code
Reg ▼
RT
8.00
OT
0.00
DT
0.00
Notes
Worked

0.00 Total hours

ADJUSTMENTS

Adjustment ▼

Amount

0.00

×

ADD ADJUSTMENT

Equipment - \$50.00 ×


\$50.00 Total Adjustments

CANCEL

SAVE

SUBMIT

Emps (Employees) Tab

Within the Emps tab, while viewing an employee that is currently assigned, either double-click on the record or select the  icon and select "Details":

Employees				
<div> <div>Quick Filters</div> <div> <div>Current (21)</div> <div>×</div> <div>▼</div> </div> <div>Last Name</div> <div> <div>First Name</div> <div>SSN</div> <div>Candidacies</div> <div>ID Number</div> </div> </div> <div>MORE FILTERS</div> <div> <div>RESET</div> <div>SEARCH</div> </div>				
Name	Assigned	Current Jobs	ID	
Kluverzinger, Laura	✓	1	16622	
Bjerknes, Jonell	✓	1	4294969541	Details

Within the employees details, select "Enter Time" to open the Time Entry window:

Kluverzinger, Laura

xxx-xx-4878

ENTER TIME

CANDIDACIES

ASSIGNMENTS

TIMECARDS

SKILLS

CONTACT INFO

Forklift

Order [4295023044](#) - Primary

Status: Open

7/21/2012 -

Supervisor: Ahn, Jonathan

Required Docs (0 of 1) [Show more](#)

Within the Time Entry window, ensure the correct Weekend Date is selected, select the appropriate assignment you are creating the timecard for and select "Next":

Enter Time For Employee Laura Kluverzinger

1

2

3

Select Assignments

Create Timecard

Confirmation

Weekend Date

09/28/2024

Search by Name

✓ Select all

✓

Forklift

Primary

Order 4295023044

7/21/2012

CANCEL

NEXT >

Now you will be able to add hours, adjustments, notes, upload files, etc to the timecard. Once all of the information has been entered, select "Next":

Enter Time For Employee Laura Kluverzinger

✓

2

3

Select Assignments

Create Timecard

Confirmation

DAILY

WEEKLY

Daily hours

Mon8.00

Tue8.00

Wed8.00

Thur8.00

Fri8.00

Sat

Sun

40.00 Total hours

Pay Code

Reg

Cost Center

ADJUSTMENTS

NOTES

CUSTOM *

Adjustment

Amount

ADD ADJUSTMENT

Equipment - \$5.00

\$5.00 Total Adjustments

Reimbursements

MISC

DELIV 1/2

DELIV 1

TRAIN

TELE

\$0.00 Total Reimbursements

CANCEL

BACK

NEXT >

Within the Confirmation window, you will see the action that is about to be completed. Select "Confirm" to create the timecard for the employee:

Enter Time For Employee Laura Kluverzinger

✓

✓

3

Select AssignmentsCreate TimecardConfirmation

What this action will do

Create 40.00 hour timecards with \$5.00 in adjustments for the week ending on Saturday, September 28, 2024 for the 1 employee(s) listed below:

Kluverzinger, Laura

CANCEL

BACK

CONFIRM

The timecard can now be reviewed and submitted for approval within the Timecards tab.

Submitting Timecards

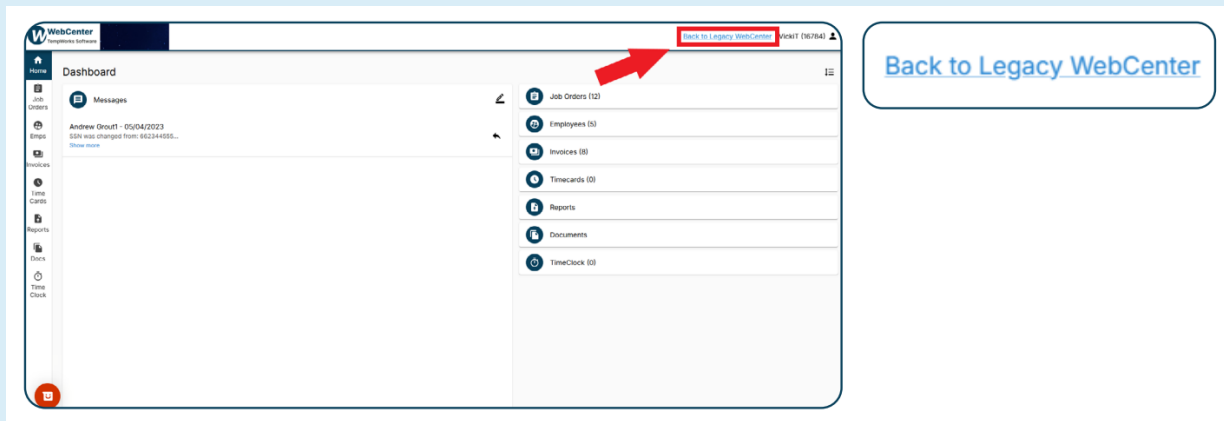
Select the checkbox next to the edited/unsubmitted timecard(s) and choose the "Submit Selected" option at the top left:

<div><div><div>Submit Selected</div><div>Submit & Approve</div><div>Delete</div></div></div>							
<div><div></div></div>	Employee Name	Status	Pay Code	RT	OT	DT	Hours
<div><input type="checkbox"/></div>	Week Ending On Saturday, August 31, 2019						2.00 Total hours
<div><input type="checkbox"/></div>	Week Ending On Saturday, September 14, 2019						72.00 Total hours
<div><input type="checkbox"/></div>	Week Ending On Saturday, January 1, 2022						153.00 Total hours
<div><input type="checkbox"/></div>	Week Ending On Monday, January 31, 2022						8.00 Total hours
<div><input checked="" type="checkbox"/></div>	Week Ending On Saturday, March 16, 2024						9.00 Total hours
<div><input checked="" type="checkbox"/></div>	Bjerknes, Jonell	Past Due	Reg	9.00	0.00	0.00	9.00 Hours \$0.00 Adjustments \$0.00 Gross

Optionally, you can select the "Submit & Approve" option if you are listed as an eligible timecard approver and the timecard is ready to be sent to payroll:

Submit Selected		Submit & Approve		Delete			
	Employee Name	Status	Pay Code	RT	OT	DT	Hours
<input type="checkbox"/>	>	Week Ending On Saturday, August 31, 2019					2.00 Total hours
<input type="checkbox"/>	>	Week Ending On Saturday, September 14, 2019					72.00 Total hours
<input type="checkbox"/>	>	Week Ending On Saturday, January 1, 2022					153.00 Total hours
<input type="checkbox"/>	>	Week Ending On Monday, January 31, 2022					8.00 Total hours
<input checked="" type="checkbox"/>	>	Week Ending On Saturday, March 16, 2024					9.00 Total hours
<input checked="" type="checkbox"/>	Bjerknes, Jonell	Past Due	Reg	9.00	0.00	0.00	9.00 Hours \$0.00 Adjustments \$0.00 Gross

Note The updated WebCenter Customer Portal contains all the functionality as Legacy WebCenter, but in the event you need to navigate back to Legacy, you can select the "Back to Legacy WebCenter" option to the top right of the WebCenter window:



For more information on navigating to the Legacy WebCenter, along with the feedback survey, please see the article titled [Customer Portal - Navigating to Legacy & Feedback Survey](#).

Related Articles